

Minutes of the SEO Advisory Committee Meeting

May 6, 2009

The SEO Advisory Committee met at the Mohican State Park on May 6, 2009. The following were in attendance:

Georgi Huizenga, ELL, Chair
Jeff Yahraus, BBR, Co-Chair
Sandi Thompson, PPL
Heidi Fletcher, MSL
Alan Hall, STE
Lorrie Wheeler, CUH
Nancy Kelley, WAY
Dianna Clark, SEO

Paula Buco, SEO
John Stewart, SEO
Guests: Melanie Smith, WCM
Jim Wilson, SirsiDynix
Pam Arnold, SirsiDynix
Doug Cannon, SirsiDynix
Sharon Morgan, MSL
Lynn Fleure, WAY

Chair, Georgi Huizenga, called the meeting to order at 7:18 p.m.

Welcome

Georgi welcomed everyone to Mohican State Park.

Approval of Minutes

Alan Hall moved and Nancy Kelley seconded the motion to approve the January 26, 2009 minutes. Motion passed unanimously.

SEO Governance name change

A question was presented about the name of the SEO Governance Committee and their charge. The committee serves in an advisory capacity with the ultimate governing board being the State Library Board. It was recommended to change the name of the SEO Governance committee to SEO Advisory Committee and to update the charge and agreement to reflect that change. Lorrie Wheeler made the motion to change the name to the SEO Advisory Committee with Sandi Thompson seconding the motion. Motion passed unanimously.

Financial Update

Diane Fink, Head of Fiscal & Business Services, will present the financial statements during the general session on Thursday, May 7, 2009.

Principals of Cooperation

SEO has had numerous occasions where questions were asked if there is anything in writing about various consortium functions. It was recommended that a document be developed listing broad 'Principals of Cooperation' as well as a 'Best Practices Wiki' was developed to provide information to member library staff. Dianna will email the document to each committee member for review and then finalize at the next meeting.

Membership Ballot for Vacancies

The nominating committee for membership ballot consisted of Jeff Yaharus, Lorrie Wheeler and Pam Hoesman. There are four vacancies to fill. One vacancy was appointed for Pam Hoesman's position. The Advisory Board appointed Ann Riegle-Coursey to finish Pam's term which ends June 2011. Dianna will notify Ann of her new appointment to the Advisory Board. The other three positions will be filled by a vote from each member library. SEO will create the ballot using survey monkey. The deadline for the ballots will be the second week of June. The five candidates running are Jeff Winkle, Findlay-Hancock County Public Library, Jeannine Wilbarger, Rossford Public Library, Linda Hren, Newcomerstown Public Library, Rich Goodwin, Guernsey County District Public Library, and Eric Taggart, Loudonville Public Library/Coshocton Public Library.

SirsiDynix Update

Every two years the Controlling Board requests a letter of commitment from vendors. SirsiDynix submitted their letter to Dianna stating their commitment to continue support for the Horizon system.

No staff member at SEO attended the CODI conference this year. However, Eric Maynard, Holmes County District Public Library, did attend the conference and provided for the Advisory Board a brief summary of this year's CODI conference held in Texas. Next year's conference will be in Orlando, Florida in March.

Horizon Hardware Purchase

Based on performance following the upgrade it was recommended that a new server was needed to optimize the performance of the Horizon environment and to solve upgrade issues as well as accommodate future needs. SEO received quotes from three vendors for a new server. Resource One has been chosen to be our vendor. The purchase order has been issued and equipment will be arriving at SEO within the next couple of weeks. John Stewart will notify Kim Chambers at SirsiDynix to get SEO on the schedule to implement the next stage of the process of the server. We would like to have the server in place before Tiffin-Seneca Public Library "go live" date.

Fee to non-participating libraries

Dianna shared with the board a letter that will be sent out to the non-participating libraries that currently place requests on the consortium database and explain to them the necessity of charging a fee for interlibrary loan materials owned by consortium members. The annual agreement will be \$500. Non-participating libraries can continue to use their SEO library card at no cost for the use of SEO Library Center materials. The libraries can call SEO for a report on what they have borrowed in the last year. The biggest concern now is there are libraries issuing cards to non-participating libraries. This will have to cease in order for this to work. Dianna will notify all SEO directors of this change and make sure they are not issuing cards to these libraries.

Collection agency fee

Membership library presented for discussion a concern about what to do with the collection of debt collection fees at other libraries. The committee felt these fees should also be handled in the same manner as any fees collected and kept. There was no recommendation to change this process.

Multiple Cards

Membership library presented for discussion their concern about multiple cards being issued especially to borrowers with delinquent charges at other libraries. This recommendation to use the member library card if the fees are under your library guidelines and to only issue a new card if necessary.

Catexpress Marc Record Purchase

Membership library presented for discussion their concern for a different formula or rate for charging the member libraries for the download of CatExpress marc records. There is a wide variant of records being downloaded by the member libraries with large quantities going to only a few but with all libraries benefiting from the records. It was recommended that Dianna contact the member library directors to request that all libraries review their procedure and to distribute the load more evenly by requesting that libraries do not hold materials for long periods of time waiting on someone else to purchase the record. Dianna will supply the report that she is given at the end of each quarter for CatExpress billing with all directors. This will help them identify the distribution of records being purchased. The committee will revisit this at their next quarterly meeting.

US Cargo Delivery Days

Dianna asked the question to the Advisory Board if we need to mandate the amount of delivery days. Diane Fink provided for the Advisory Board a list showing the SEO Consortium Libraries delivery days. US Cargo will not decrease the amount of delivery days if you are at a certain volume. The amount of delivery days is based on volume. Diane Fink is calling libraries lower than 3 days to have them increase to three. The Advisory Board discussed a possible need for a minimum of three delivery days in the future. State Library and Cargo are in negotiations for the next contract.

During the meeting a question was asked why it takes longer to receive material from a library close to them. It appears that the material is routed to different hubs. A suggestion was mentioned to stamp a date on the label of when you send material back. Maybe if cargo notices a date they will be faster in delivering the material.

Adjournment

Sandi Thompson moved to adjourn the meeting and Nancy Kelley seconded the motion. The meeting adjourned at 9:35 p.m.

Respectfully submitted,

Dianna Clark